



Kasim Reed  
Mayor

**CITY OF ATLANTA**  
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DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
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February 10, 2015

**ATTENTION INTERESTED PROPONENT:**

Your firm is hereby invited to submit to the City of Atlanta (the "**City**"), Department of Procurement (the "**DOP**"), a Proposal for **Project Number: FC-7656, Third Party Ambulance Medical Billing at Hartsfield-Jackson Atlanta International Airport**. This solicitation will require the successful Proponent shall provide third-party and collection services for the Atlanta Fire Rescue Department at Hartsfield-Jackson Atlanta International Airport.

A **Pre-Proposal Conference** will be held on **Wednesday, February 25, 2015, at 10:00 A.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337**. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged. An optional site tour will immediately follow the conference.

The last date to submit questions will be **Friday, February 27, 2015, no later than 5:00 P.M.** Questions may be sent to **Philippe Jefferson, Contracting Officer**, via email at [pejefferson@atlantaga.gov](mailto:pejefferson@atlantaga.gov), or facsimile at 404-589-5494. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposal ("**Proposal**") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Thursday, March 12, 2015**. Any Proposal received after this time will not be considered and will be rejected and returned.

All Proposals will be publicly opened and read at 2:00 P.M. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, GA 30303.

**Request for Proposal**

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Atlanta International Airport**

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If you have any questions regarding this project, please contact **Philippe Jefferson, Contracting Officer**, at 404-865-8565, or by email at [pejefferson@atlantaga.gov](mailto:pejefferson@atlantaga.gov). Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to Jessica Boston, Administrative Assistant Senior, at 404-330-6903, or by e-mail at [jaboston@atlantaga.gov](mailto:jaboston@atlantaga.gov).

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

Adam L. Smith

ALS:pej